

# Job Description

<b>Job Title</b>	Senior Architectural Technician
<b>Department</b>	EWI
<b>Location</b>	Bathgate, travel as business needs require
<b>Reporting to</b>	Head of Construction
<b>Line Manager to</b>	Administrators, Technical Administrator.
<b>Key Relationships</b>	Head of Construction, EWI Administration Department, Commercial Department, Area Site Managers, Project Managers, Customers, Clients, Sub-contractors, supply chain.

*The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.*

*You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.*

*This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.*

## Overview of role

- Comprehensive Auto CAD skills
- General understanding of floor plans and technical surveys and experience within External Wall Insulation.
- The ability to draw floor plans, work as part of a team, and meet specified deadlines
- Good communication, problem-solving, and presentation skills. Liaising with external architects and managing and monitoring building warrants.
- Logical and practical approach to work
- An interest in scientific and technological aspects of building, and environmental issues.

## Main Duties and Responsibilities:

- Prepare drawings, including Plans of Building warrants applications in relation to External Wall Insulation applications.
- Appointing Consultants, Architects and Structural Engineers. Monitoring progress and additional properties. Making amendments and further applications in terms of additional properties.
- Ensure compliance of quality standards in CAD drawings.
- Redesign drawings according to mark-ups and specifications. Ensuring contract team have revised drawings. Specifications and revised drawings.
- Translate and convert hand drawings and sketches into CAD systems.
- Read, evaluate and interpret designs and drawings.
- Create and implement work methodologies and strategies.
- Document and update all drawings, Statutory Building warrants, informing different bodies and co-ordinating investigatory works, pull out testing.
- Design and architect building drawings and document.
- Support compliance procedures of drafting and engineering standards

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- Work closely with architects and other building professionals, providing architectural design services and solutions on construction projects.
- Negotiate projects, assessing the needs of clients and users, and agree the project brief.
- Design projects, preparing and presenting design proposals using CAD and traditional methods
- Manage projects, obtaining and liaising with internal and external bodies about extension of projects.
- Post Contract – Managing and obtaining relevant information. Applying for completion certificates, guarantees, etc.
- Line Manager to Technical Team Administrator. Mentor and develop employee through work/college.

## The Individual

### Qualifications

- Preferred: Degree in architectural technology or equivalent (architectural engineering, building services engineering, building/construction, built environment studies, civil and structural engineering and surveying)
- Minimum – HNC Architectural Technology or equivalent.

### Skills

- Highly organised in terms of multi plot building warrant applications, ensuring procedures are adhered too along with consulting and communicating efficiency with others.
- Self-management and organised, with a high attention to detail. Able to problem solve and liaise with the design team and administration.
- Scientific ability to understand building technology, specifications, details.
- Good awareness of the use of buildings and spaces, as well as the natural environment
- Ability to understand current Building regulations with experience in external wall insulation work.
- Experience in current CDM 2015 requirements.
- Responsible for submitting applications to local authorities, external agencies for temporary use / requesting permission of site compounds. Scaffold applications, street lighting.

### Additional Requirements:

- Enhanced Disclosure Check
- Full Clean Driving License

### What We Offer

- Competitive Salary
- Personal pension plan
- 32 days annual leave (Inc. statutory bank holidays)
- Access to Flexible Benefits Scheme (including buy/sell holidays, childcare vouchers, discount to retailers, bike to work scheme and many more).
- Work for PLC Company with option to join share save scheme